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#### Contract Database Metadata Elements

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AGREEMENT BETWEEN THE  
BOARD OF EDUCATION  
CROTON-HARMON UNION FREE SCHOOL DISTRICT  
AND  
THE CROTON-HARMON ADMINISTRATORS ASSOCIATION  
EFFECTIVE  
JULY 1, 2008 - JUNE 30, 2011

CROTON-HARMON SCHOOLS  
CROTON-ON-HUDSON, NEW YORK

**RECEIVED**

DEC 23 2008

**NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD**



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## Preamble

The terms and conditions of the following agreement between the Croton-Harmon Board of Education (Board) and the Croton-Harmon Administrators Association are herein agreed upon in order to accomplish several important objectives:

1. To maintain the central focus of our activities on students and ensure that every student in the Croton Schools has the opportunity to obtain a high quality education consistent with his/her individual capabilities and potentials.
  2. To maintain and enhance the management team concept.
  3. To maintain and sustain the effective, collaborative, and professional relationship that exists between the Board and the administrators.
  4. To encourage continued professional development, Croton-Harmon Administrators Association members are encouraged to attend professional conferences and workshops, locally, regionally and nationally. The district will support administrative participation in professional development conferences, including financial reimbursement in accordance with Board policy toward travel expenses, on an annual basis, and as part of each administrator's personal professional development plan. Administrators will make every effort to budget sufficient funds to cover such attendance.
- I. This agreement shall go into effect on July 1, 2008 and remain in effect through June 30, 2011, and will pertain to the certified administrators assigned to the following positions:
- High School Principal
- Middle School Principal

Elementary School Principal

Assistant High School Principal

Assistant Elementary School Principal

Assistant Middle School Principal

II. Communication with the Board of Education

In order to promote the objectives stated in the Preamble, at least once each semester the Board will meet with all of the administrators if requested by either the administrators or the Board through the Superintendent of Schools. The primary purpose of such meetings will be to discuss the needs and/or activities of the schools.

III. Holidays

Nineteen (19) holidays will be allowed each year, as noted in the Calendar of Holidays, and shall be guaranteed for all administrators. Each year the administrative calendar will be developed by June 1 for the following year.

The calendar dates shown assume that schools will be closed. Should a calendar adjustment be necessitated due to unforeseen circumstances, administrators will be on duty on the days noted.

The exact dates and days will be determined after the district calendar is adopted.

IV. Vacations

Each administrator will be allowed 22 vacation days to be used during the fiscal year in which they have been earned. It is expected that most of these vacation days will be taken during the summer months of July and August, with the balance to be used throughout the year. In the event that an administrator leaves the service of the district and has taken more vacation time than has

been earned (1.84 days per month), the administrator will be responsible for reimbursing the district for each day at a rate of 1/240th of the administrator's annual salary. Any unused vacation will be added to sick leave days. Requests for vacation days must be submitted to the Superintendent in advance of the vacation dates requested unless there are extenuating circumstances.

V. Leaves

A. Sick Leave

All administrators shall have eighteen (18) days sick leave per year, which may accumulate up to a total of 240 days. Additional sick leave, without loss of pay, may be granted at the discretion of the Board of Education.

B. Sick Bank

On July 1<sup>st</sup> of each school year, current members of the Association may elect to contribute three sick days to the sick bank. New members will contribute three days in their first year.

Administration of the bank will be by a committee composed of the Superintendent and the Association President (or designees). An annual report of days in the bank and the bank's contributions and withdrawals will be prepared by the Business office and given to the committee each August.

Members will be eligible to participate in the sick bank only after exhausting all available sick, personal, and vacation leave time. Withdrawals from the bank will be limited to members who are involved in extended illness or injuries.

Medical documentation will be required to be given upon application to the sick bank committee. The applicant may be required to be examined by a physician, and submit the expenses of such examination to his/her health insurance company(ies). Costs of the district required examination not covered by insurance will be reimbursed to the applicant by the district.

The sick bank committee shall make a determination about eligibility for sick bank usage within 5 business days of receiving both a written request and the necessary documentation. The number of days to be granted will be determined by the committee.

C. Family Illness

In case of illness in the administrator's immediate family, absence to a maximum of three (3) days per year shall be allowed without loss of pay or sick leave. Any days absent beyond three (3) days, under this provision, will be deducted from the administrator's sick leave. The immediate family is defined as:

1. Children of administrator
2. Parent
3. Husband, wife, or permanent member of household
4. Brother or sister
5. Other relative residing in the administrator's household

Additional family illness leave, without loss of pay, may be granted at the discretion of the Board of Education upon recommendation of the Superintendent of Schools.



D. Personal Leave

1. Upon 48 hours advance notice, leave time not to exceed five (5) days of leave per year shall be granted without loss of pay subject to the approval of the Superintendent of Schools. Such leaves are intended for:
  - a. Court appearances or signing legal documents
  - b. Personal or family business
  - c. Graduation or transporting children to college
  - d. Marriage
  - e. Appointment with doctor for employee or a member of his/her immediate family
  - f. Religious observance
2. Any unused personal days will be added to sick leave days at the end of the school year.

E. Condolence Leave

1. Leaves without salary deductions for death in the immediate family will be five (5) days and in extenuating circumstances may be extended at the discretion of the Superintendent of Schools. Immediate family will be defined as administrator's child, parent, husband, wife, sister, brother, parent-in-law, or any other permanent member of the administrator's household. A broader definition of "immediate family" may be requested by an administrator and accepted by the Superintendent of Schools if he/she feels that is justified in the circumstances.

2. Leave without salary deduction not to exceed three (3) days will be granted to any administrator whose absence is caused by the death of a relative other than the immediate family: an aunt, uncle, niece, nephew, sister-in-law, brother-in-law, or grandparent. In extenuating circumstances, the period may be extended with the approval of the Superintendent of Schools.

F. Public Obligation

1. Any administrator who is summoned to jury duty shall immediately notify the Superintendent of Schools. Leave shall be granted without loss of pay or leave time. The administrator shall pay over to the Board all remuneration received for such service excepting actual expenses.
2. Court appearances and other public duties related to school shall be granted without loss of pay or leave time.

G. Professional Leave

Leave shall be granted without loss of pay or leave time for attendance at professional meetings, conferences and workshops approved by the Superintendent of Schools for professional improvement. A written report of the meeting will be requested by the Superintendent of Schools within ten (10) days of the administrator's return.

H. Non-compensable Leave

The Board of Education may authorize additional variations of administrative leave if, in its opinion, such variation is warranted.

VI. Benefits

- A. New administrators will receive a letter confirming their enrollment in health, life insurance, dental, optical, and disability plans. Continuing administrators will receive notification should any of these plans change.

B. Health Insurance

Any administrator employed by the district has the opportunity to participate in the health insurance program offered by the Board of Education.

The district shall contribute 85% of the premium toward the purchase of health, surgical, prescription drug and major medical insurance for all administrators.

C. Life Insurance

The Board of Education will provide a life insurance policy in the amount of \$100,000 for each administrator employed by the district schools.

The policy will remain effective at district expense for as long as the insuree is employed as an administrator in this school district. Each administrator will receive a statement from the business office if there is a change in the plan.

D. Dental Plan

The Board of Education will provide a family dental plan for each administrator for as long as the insuree is employed as an administrator in this school district. Each administrator will receive a statement from the Business Office if there is a change in the plan.

E. Optical Plan

The Board of Education will provide a family optical plan for each administrator which includes coverage eligibility for a new pair of glasses each year for as long as the insuree is employed as an administrator in this school district. Each administrator will receive a statement from the Business Office confirming the fact that such a policy has been purchased in accordance with the conditions of this contract if there is a change in plan.

F. Disability Insurance

The Board will also provide disability insurance for all administrators as now covered through the existing policy provided by the Bankers Life Company, or its equivalent, for the duration of this contract if there is a change in plan.

G. Retirement Benefits

The district agrees to provide a decreasing term life insurance policy in the amount of \$25,000 for each administrator whose retirement takes effect at the time that said administrator is employed by the school district.

The conditions of this agreement shall be governed by the rules for providing life insurance for retirees as set forth by the carrier from whom the school district is purchasing life insurance at that time.

Retired administrators who wish to pay the cost of any additional premium beyond the \$25,000 coverage provided herein, may do so up to the limit allowed by the carrier.

Sick leave can be accumulated to a maximum of 240 days.

The district will pay \$90 for each accumulated sick day beyond 100 to any member of this Association at the time of that member's retirement.

Administrators who retire from the district into the New York State Teachers Retirement System may have the opportunity to participate in the health insurance program offered by the Board of Education. If the retiree accepts an individual plan, the Board will contribute to the premium as follows:

After the completion of 7 years of service in the district, 70% of individual premium;

After the completion of 10 years of service in the district, 80% of individual premium.

If at retirement the retiree chooses family coverage, the premium differential above and beyond the individual plan will be as follows:

35% by the Board of Education;

65% by the Retiree.

To be eligible for retiree health coverage the administrator will give advance written notice to the Superintendent of his or her intention to retire, by January 1 of a given year for a June 30 retirement (6 months notice).

If retiree becomes eligible for comparable coverage through another employer while retired, the retiree must avail himself or herself of that employer's policy.

The provisions of the minimum of five years of service in the district and advanced written notice may be waived upon permission of

Superintendent if an employee has a serious illness or other unavoidable personal circumstance.

H. Physical Examination

The Board of Education shall require an administrator to undergo a physical examination prior to the beginning of each school year. The district will assume that part of the expense not covered by insurance up to \$250.00.

I. Flu Shot

The district will reimburse members for an annual flu shot up to \$25.00.

J. Benefits

The district agrees to pay a sum, not to exceed \$500.00 per school year toward payment of professional association dues.

Administrators may select from the following organizations and others mutually agreed upon for coverage under this benefit:

NAESP	National Association of Elementary School Principals
NAMSP	National Association of Middle School Principals
NASSP	National Association of Secondary School Principals
NAPSA	National Association of Pupil Services Administrators
ASCD	Association of Supervision and Curriculum Development National and State
PDK	Phi Delta Kappa

KDP	Kappa Delta Phi
NYAPSA	New York Association of Pupil Services Administrators
CEC	Council for Exceptional Children

K. 125 Plan

Administrators will receive \$400 for the purchase of additional benefits through the district's 125 plan.

L. Tax Sheltered Annuities

Each Administrator shall be permitted a choice of tax sheltered annuity plans mutually agreeable to Administrators Association and Board of Education.

VII. Salary

- A. All members represented by the Association will receive the following increases:

2008-2009	3.2%;
2009-2010	3.2%;
2010-2011	3.4%.

At the end of each of the school years governed by this contract, a merit pay increase, up to \$4,000, will be awarded to each principal, and up to \$3,000 for each assistant principal, based on meeting mutually agreed upon goals according to specified criteria. The criteria will be defined with the Superintendent as goals are established. Merit pay will be awarded only if the major responsibilities of the administrator's role (principal or assistant principal) have been satisfied and the mutually agreed upon goals have been achieved. The awarded amount will be

KDP	Kappa Delta Phi
NYAPSA	New York Association of Pupil Services Administrators
CEC	Council for Exceptional Children

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Each Administrator shall be permitted a choice of tax sheltered annuity plans mutually agreeable to Administrators Association and Board of Education.

VII. Salary

A. All members represented by the Association will receive the following increases:

2008-2009	3.2%;
2009-2010	3.2%;
2010-2011	3.4%.

At the end of each of the school years governed by this contract, a merit pay increase, up to \$4,000, will be awarded to each principal, and up to \$3,000 for each assistant principal, based on meeting mutually agreed upon goals according to specified criteria. The criteria will be defined with the Superintendent as goals are established. Merit pay will be awarded only if the major responsibilities of the administrator's role (principal or assistant principal) have been satisfied and the mutually agreed upon goals have been achieved. The awarded amount will be



paid as follows: For principals, 50% of the amount will be added to the following year's base salary with the other 50% being paid by the end of August. For assistant principals, the awarded amount will be paid in a lump sum by the end of August. The administrators will submit a reflection on their success in achieving the previous year's goals in July. This will be reviewed by the Superintendent of Schools prior to completing the administrator's annual summary evaluation. Should a principal or assistant principal leave the service of the district at the end of the school year, 100% (not 50%) will be paid by the end of August.

B. The Board and Association agree that upon granting tenure, the school district will have an opportunity to make a salary adjustment to the administrator's salary base. The amount of money will be recommended by the Superintendent of Schools and approved by the Croton-Harmon Board of Education.

C. When an association member earns a Doctoral Degree, an additional \$5,000 will be added to his/her base salary for the following year.

#### VIII. Travel Reimbursement

The district will reimburse an administrator for approved conference expenses including registration fees, public transportation, meals, lodging, and other necessary expenses related to district travel in accordance with Board of Education policy. Each member of the unit will receive the sum of \$225 per month in lieu of being reimbursed at a mileage rate for personal use of his/her own vehicle on district business. Administrators must provide documentation of

their reimbursable mileage by December 1<sup>st</sup> of the fiscal year to the Business Office.

IX. Personal Working Conditions

1. Any administrator shall have the right to review the contents of his/her personnel file in the district office upon request. Material descriptive of the administrator's conduct, service character or personality shall not be placed in his/her personnel file unless the administrator has had an opportunity to review the material. The administrator shall acknowledge that he/she has had the opportunity to review such materials by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof.
2. The administrator will also have the right to submit a written statement with respect to such material and such statement shall be reviewed with the Superintendent of Schools and attached to the administrator's file.
3. Graduate credits and in-service credits earned shall be listed and updated periodically.
4. Probationary administrators will be notified of their employment status by April 1<sup>st</sup>. Administrators will be notified of any administrative assignment by June 1, when possible.
5. Each administrator, by June 30 for returning administrators and September 1 for incoming administrators, shall be permitted to elect payroll deduction for union dues. The number of deductions will be determined by a representative of the Administrators' Association and the District Office. A list of members with the amounts deducted

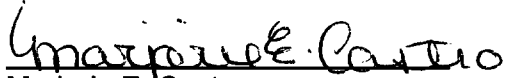
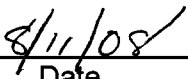
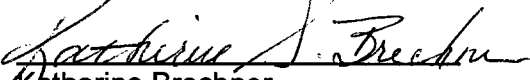
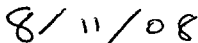

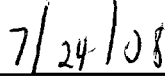

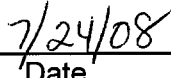

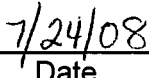
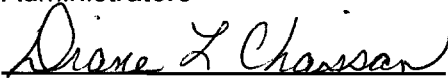
shall be transmitted to an Association representative at the time the deductions are made.

X. Tuition Reimbursement

Each administrator is eligible for partial tuition reimbursement of graduate level courses that are directly related to professional growth, with the prior approval of the superintendent. Tuition will be reimbursed after successful completion of the course for up to 6 credits at the rate of 75%, up to a maximum of \$3,000 per fiscal year per member.

XI. Term of Contract

The terms of this agreement shall remain in effect through the 2008-2011 school year.

_____	
Date	Marjorie E. Castro
	Superintendent of Schools
	
Date	Katherine Brechner
	Board of Education President
	
Date	Teri Lukin
	Board of Education Member
	
Date	Joel Adelberg
	President, Croton-Harmon School District Administrators
	
Date	Kelly Maloney
	Croton-Harmon School District Administrators
	
Date	Diane L. Chaissan
	Director of Finance and Administration

### Side Letter

The Administrators Association and the Board of Education agree to a one-time increase in salary to be split equally over the 2008-2009 and 2009-2010 school years.

This increase will be added after the negotiated salary percentage has been applied.

This applies to the following members of the unit in their current role:

	<u>Total</u>	<u>2008-09</u>	<u>2009-10</u>
Mark Maxam - High School Assistant Principal	\$3,000	\$1,500	\$1,500
Michael Plotkin - Middle School Assistant Principal	\$5,000	\$2,500	\$2,500
Barbara Ulm - Middle School Principal	\$5,000	\$2,500	\$2,500

